

**DEPARTMENT OF THE ARMY
US ARMY GARRISON, ABERDEEN PROVING GROUND
ABERDEEN PROVING GROUND, MARYLAND**

NONAPPROPRIATED FUND POSITION ANNOUNCEMENT

NAF VACANCY ANNOUNCEMENT #OC18-01

OPEN: 13 OCTOBER 2000

NO CLOSING DATE

POSITION TITLE, SERIES, GRADE & PAY: WAITER, NA-7420-03, (See Current Pay Schedule for NA, NL, & NS, Crafts & Trades)

LOCATION: IMWRF, Top of the Bay, US Army Garrison, Aberdeen Proving Ground, Maryland

TYPE OF APPOINTMENT: Regular Full-time, Regular Part-time, Flexible or Limited Tenure depending upon the need at the time position is filled. Work schedule may be Regular, Irregular or Rotating. Conversion from a flexible or Limited Tenure appointment to a Regular Full-time Regular Part-time may be made non-competitively.

DESCRIPTION OF DUTIES: Serves as a Waiter/Waitress in a dining room responsible for taking patron's orders and serving foods and alcoholic beverages and subsequent cleaning functions. Meals may consist of up to six or seven courses and may be accompanied by various wines. Incumbent must be able to intelligently plan and regulate service of numerous different meals while serving several tables simultaneously. Duties include the following: Discuss menu with superior and familiarizes self with menu. Secures clean linen and appropriate silverware, depending on the particular menu and food to be served and sets assigned tables by spreading clean linens and placing glasses, condiment holders and silver on table. Prepares side tables with silverware, ice, and other extras, which may be required during the course of a meal. Receives guests and takes orders. Writes guests' orders, answers questions about food and beverages or makes suggestions, secures food from pantry or kitchen and places dishes by courses in front of each person. Following completion of meals gives checks to guests. Either receives immediate payment and takes to cashier or permits known club members to sign, check the amount being subsequently charged to his/her account. Removes soil dishes, silver and linen or requests bus boy/girl to do so. May perform cleaning duties such as time permits, such as mopping, waxing or vacuuming floor in assigned area, washing windows or cleaning entryways. May perform janitorial, dishwashing or other functions in emergencies.

QUALIFICATION REQUIREMENT:

- Three (3) months of Waiter/Waitress experience**
- Ability to follow simple oral and written instructions and prepare checks for patrons.**
- Demonstration of the following work behaviors is desirable:**

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- a. Courtesy and tact in serving patrons.**
- b. Neatness and good grooming.**
- c. Dependability**
- d. Clear speaking voice**

Physical Requirements: Applicant must be able to stand, bend, walk and do moderate lifting for long periods of time. Must be able to hear the conversational voice.

CONDITION OF EMPLOYMENT:

Direct Deposit: As a condition of employment, candidates appointed, competitively promoted or reassigned are required to enroll and participate in Direct Deposit/Electronic Funds Transfer within 60 days following the effective date of that action.

INSTRUCTIONS TO APPLICANTS: Application forms (DA Form 3433, in detail) for current nonappropriated fund (NAF) employees at US Army Garrison, Aberdeen Proving Ground, Maryland; with a concurrent recruitment from all sources are available at the Civilian Personnel Office, NAF Branch, building 305, lower level, Aberdeen Proving Ground, Maryland.

NOTE: To receive Veteran's Preference, a copy of your DD 214 must be furnished. To receive Spouse Employment Preference, you must furnish a copy of your spouse's PCS orders. Refusal by the spouse to participate in established recruitment procedures (i.e. Interview, Knowledges, Skills and Abilities where required, etc.) is considered a declination of employment and is a basis for termination of Spouse Employment Preference for the current PCS of the sponsor.

EQUAL OPPORTUNITY: Department of the Army NAF provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the serving NAF Civilian Personnel unit. Requests for reasonable accommodation are made on a case by case basis. Consideration for placement and evaluation of qualifications will be made on a fair and equitable basis without regard to race, sex, creed, national origin, religion, color, lawful political or other affiliation, marital status, physical handicap, age, membership or non-membership in an employee organization.

STATEMENT OF WHISTLEBLOWER PROTECTION: Nonappropriated fund employees and applicants will be free from reprisal in making protected disclosures and the confidentiality of employees and applicants making such disclosures will be protected. Any civilian employee or applicants of a nonappropriated fund instrumentality who reasonably believes that a personnel action (including failure to take such action) was taken as reprisal for making a protected disclosure may file a complaint with DOD Inspector General. Such a complaint may be filed by calling the DOD Hotline toll-free (800) 424-9098 or COM (703) 693-5080 or DSN 223-5080 or by letter addressed to DOD Hotline, The Pentagon, Washington, DC 20301-1900.

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